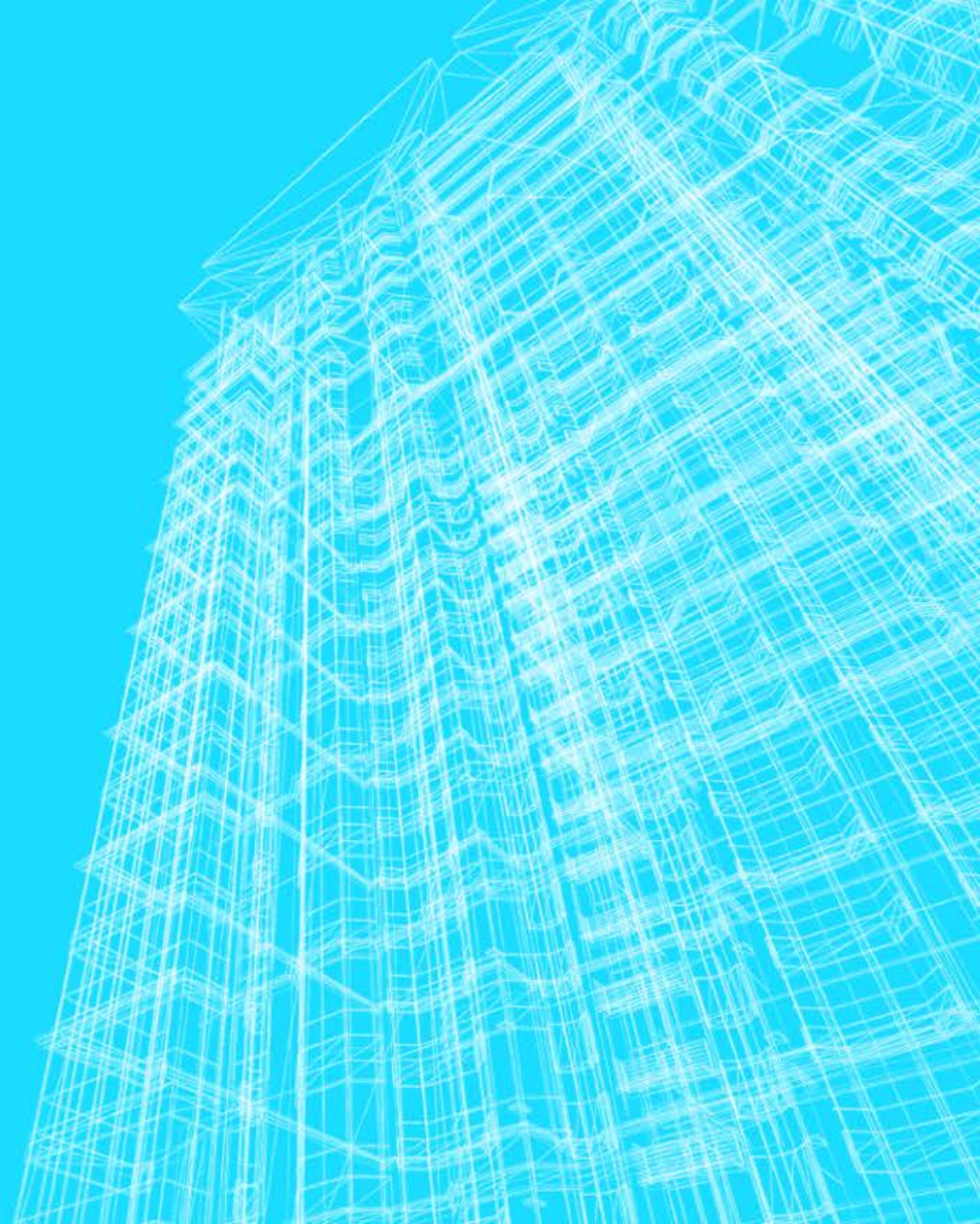# ALEX ENDACOTT

Communications Portfolio

SOME OF MY PREVIOUS WORK INCLUDES:

- A departmental orientation manual

- A cloud-based shared notebook

- Original webpages, and digital signage

Instructional Technologies Support
Classroom Technologies

Orientation Manual

WHAT'S INSIDE?

Welcome to the ITSCT department at Texas State University. This manual will provide you with some basic information to help you get started. Inside you will find a directory of contacts, descriptions of the services we provide, and more.

NEW EMPLOYEE ORIENTATION MANUAL

To the left is a page taken from the orientation manual I created for Classroom Technologies.

This is the inside cover page.

Teaching Theaters

Texas State University has several large auditorium-type spaces that function as teaching theaters. These spaces characteristically have a seating capacity of over 300, and are equipped with more AV technology than a typical first call classroom. In addition to the standard instructional technology setup, teaching theaters generally have 2 LCD projectors for optional dual screen presentations, and a lectern with both PC and Mac computers, TV tuner, and lavaliere and handheld wireless microphones. There are currently 3 official teaching theaters on the main campus and at least 2 similar spaces on the Round Rock campus. Teaching theaters are used primarily for instructional purposes, but may also be used for special events such as new student orientation.

ITV

Interactive Television (ITV) spaces are classrooms and conference rooms that have been videoconference-enabled by ITSCT. These rooms feature a configuration of projectors, cameras, microphones and speakers that allows for a professor in one classroom to effectively teach a class in two separate rooms simultaneously. To provide ITV classes with the optimum level of technical support, ITSCT hires student workers who sit in on the ITV classes at a dedicated workstation where they can perform immediate assistance if necessary. In addition to the student worker onsite, ITSCT always maintains a staff member on-call during ITV classes for issues that the student worker cannot resolve. There are currently 6 ITV rooms distributed equally between campuses, with 3 in San Marcos and 3 in Round Rock.

This page is taken from the section that explains the services that Classroom Technologies provides.

Staff Resources

Astra

Astra is a website used by the university to make the schedule of classrooms and other spaces available to the faculty and staff. The information presented on this site is helpful and generally accurate, but last minute changes made by the registrar are not always represented.

Link to Site	Astra
Username	NetID
Password	Your NetID Password

Meeting Room Management (MRM)

MRM is a website used specifically for the schedule of rooms in the Avery building on the Round Rock campus.

Link to Site	MRM
Username	
Password	

Shared Drive

The shared drive is a computer maintained by ITSCT that contains an inventory of useful information such as computer host names and GUI files for Extron control processors. To access the files on the shared drive you must map the drive on your computer.

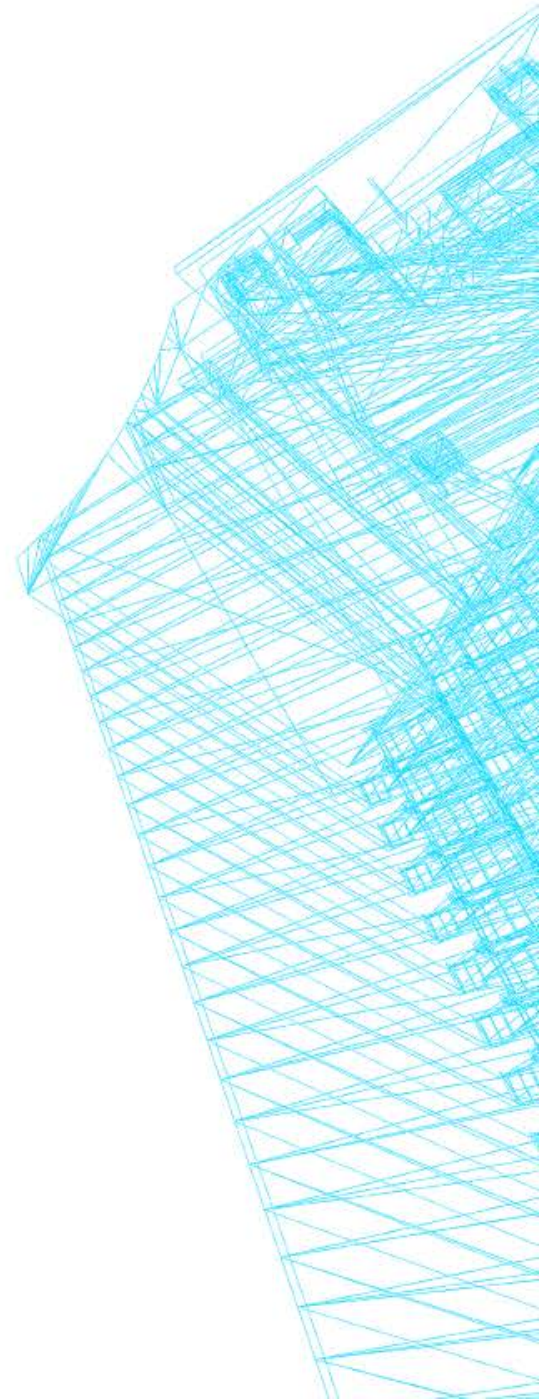| Shared Drive Name	\\itsct-312034\itsct
Username	TXSTATE\Your Super User Name
Password	Your Super User Password

This page was taken from the section that introduces the new employee to various resources that will be available.

Other sections containing potentially sensitive material have been omitted from this presentation.

DIGITAL SIGNAGE

The next 3 slides were taken from digital signage content that I created.

These slides can be seen on a 55" HDTV hanging on the wall outside of Classroom Technology's main office. They advertise the department's services.

Phone Support

Having problems with the AV equipment in a classroom?

Give us a call!

- We have remote access to all first call classrooms.
- Most problems resolved over the phone.
- Courteous and knowledgeable staff ready to answer your call.

Classroom Technologies
itser@txstate.edu
512.245.4822 (Option 1)

TEXAS★STATE
UNIVERSITY
The rising STAR of Texas

On-Call Technicians

Need a tech to come by and help get your system working again?

We're on our way!

Skilled technicians can be anywhere on campus in minutes. We can troubleshoot issues, replace parts and get you back on your feet in no time.

Classroom Technologies
itser@txstate.edu
512.245.4822 (Option 1)

TEXAS★STATE
UNIVERSITY ®
The rising STAR of Texas

Teaching Theaters

Large scale venues equipped with leading-edge AV technology.

With seating capacities of over 300, these venues offer an enhanced multimedia experience for large classes and special events.

Classroom Technologies
itser@txstate.edu
512.245.4822 (Option 1)

TEXAS ★ STATE
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BROADCAST EMAIL

To the right is a copy of an email that I composed.

This email drew in about 15 faculty who were totally new to TurningPoint.

Invitation to TurningPoint "Clickers" Demo
Wednesday, July 30, 2014   1:34 PM

Subject	Invitation to TurningPoint "Clickers" Demo
From	VPIT
To	faculty
Sent	Wednesday, July 30, 2014 8:39 AM

Dear Faculty members,

You are cordially invited to attend the upcoming TurningPoint Demo from **10:30 a.m.** to **12:00 p.m.** on **Wednesday August 6th, 2014** in **Alkek 106.** Please come and hear guest speaker Kevin Herrholtz of Turning Technologies teach how to use TurningPoint to go beyond the traditional lecture.

At Texas State you have access to TurningPoint in every classroom. When used to the fullest extent, it can be an invaluable tool for increasing student engagement and improving a professor's ability to monitor his/her progress. Please come to the TurningPoint Demo and learn how this technology can benefit you and your students in the 2014-2015 academic year.
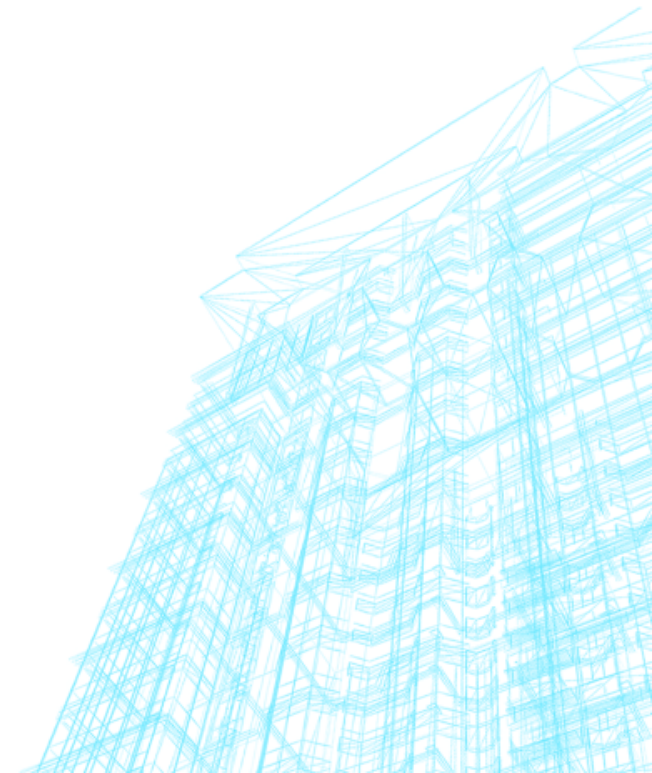
Please contact Alex Endacott or Kevin Huffaker at 5-2319 with any questions. Thank you.

This message was sent to all members of a conscribed mailing list established and maintained by Texas State University. Your inclusion in this list results from your relationship and status with the University and is not optional. Texas State University is a member of The Texas State University System.

ORIGINAL WEBPAGES

The next section is a screen capture of a webpage that I created in Gato.

This page advertises a pilot program for a video conference service called Zoom.

TEXAS ★ STATE ®

Search this site 🔍

Information Technology

Instructional Technologies Support

Zoom Pilot

Classroom Technologies is currently piloting the Zoom video conference platform. There are a limited number of licenses that Classroom Technologies can distribute to qualified Texas State personnel who are interested in testing this software.

What is Zoom?

Zoom is a cloud-based videoconferencing and collaboration platform. With Zoom you can create a meeting and invite guests to join from their desktop computers, laptops, tablets, smartphones or video conference systems. Guests can also share content from their devices such as PowerPoint presentations, and YouTube videos.

Some possible applications for Zoom include:

- Instruction
- Job interviews
- Faculty and staff training
- Guest speakers
- Group and individual meetings

Pilot Overview and Participation

Timeline

- July 2015- Install Zoom in Video Conference Rooms for initial testing
- Aug- Oct 2015- accept participant requests and conduct training
- Nov 2015- July 2016 Monitor use
- July 2016- End pilot
- Aug 2016- Gather feedback from participants

Number of licenses

- 150

Requirements:

- Participants must identify a use-case to pilot, and attempt to use the software frequently.
- Participants agree to complete surveys during the pilot.
- Participants agree to answer questions about their experience when the pilot period is over.
- Participants must complete a 30-minute Zoom training session. This session is conducted utilizing Zoom and does not require face-to-face training.

If you are interested in piloting Zoom, please complete the Account Request form or sign in if you already have an account:

[Sign In to Zoom]   [Request a Zoom Account]

Zoom Pilot

Zoom Pilot Details

Zoom Support

Zoom Participants

Zoom Sign In

Classroom Technologies

Emergency Classroom Support

1st Call Classrooms

Classroom Services

Professional A/V Consultation

Classroom Construction Standards

Attendance Tracking

Teaching Theaters

Videoconferencing (ITV)

Training in Classroom Technologies

Request Forms

Contacts

How To Login to a Macintosh Computer

TurningPoint

Zoom Pilot

Social Media

🔲 ITS Facebook Page

Instructional Technologies Support

108 Alkek Library
Phone: 512-245-2319
Fax 512-245-3168

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About Texas State

About This Site

Emergency Info

Job Opportunities

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[APPLY NOW]

The next section is a screen capture of an online form that I created in Gato.

This form is where interested faculty and staff can request a Zoom account.

TEXAS ★ STATE ®

Search this site

Information Technology

Instructional Technologies Support

About Us | Departments | Services | Training | Events

Zoom Account Request

Classroom Technologies is currently piloting the Zoom videoconference platform. The pilot period will end on July 1st, 2016. There are a limited number of licenses that Classroom Technologies can distribute to qualified Texas State personnel who are interested in using this software.

Submit this form if you would like Classroom Technologies to create a Zoom account for you.

Your Name *

Your NetID *

Your Department *

If you work for a specific group within your department, please provide the name of your group.

(Optional)

Briefly describe what you intend to do with Zoom. For example, you can write "distance learning" and/or "job interviews" *

Qualified personnel must plan on regularly using the software. If an account is created for you, would you regularly use the software? *

○ Yes
○ No

Qualified personnel must agree to answer questions about their experience when the pilot period is over.

Do you agree to answer questions about your experience when the pilot period is over? *

○ Yes
○ No

After this form has been submitted a Classroom Technologies representative will contact you to schedule a 30-minute Zoom training. You are required to complete this training before your account is created.

*

☐ I acknowledge that I must complete a 30-minute Zoom training before I can be granted a Zoom account by Classroom Technologies.

Click on the button below to submit this form after you have completed all of the required fields.

SUBMIT

Privacy Policy

Classroom Technologies

Emergency Classroom Support

1st Call Classrooms

Classroom Services

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 ITS Facebook Page

Instructional Technologies Support

108 Alkek Library
Phone: 📞 512-245-2319
Fax 512-245-3168

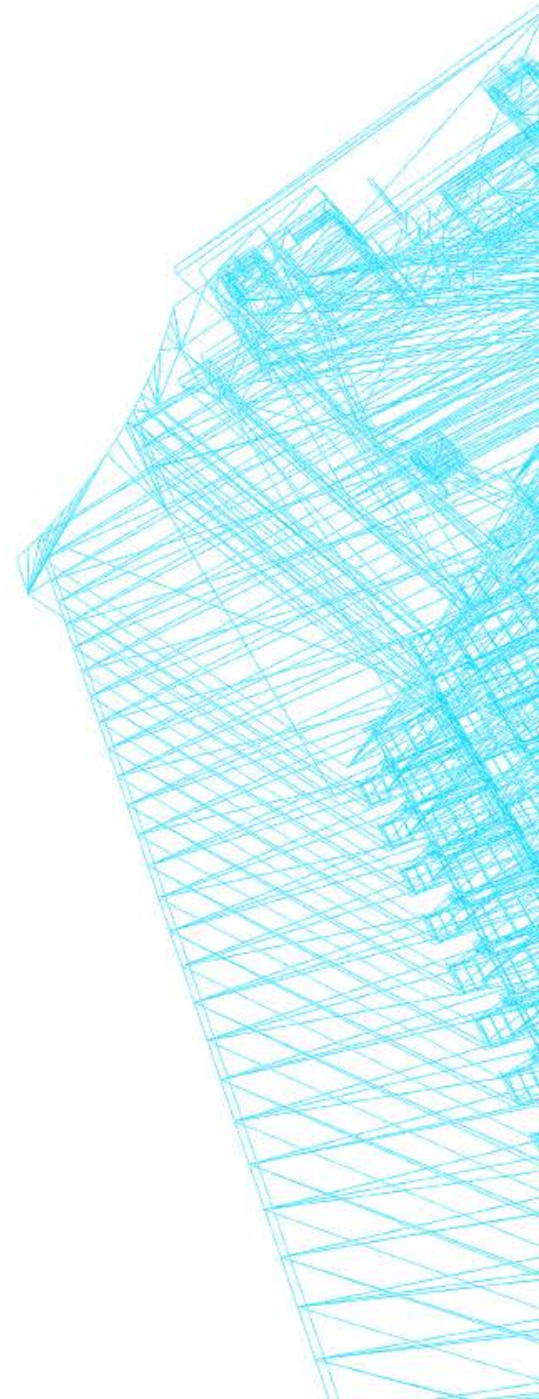TEXAS ★ STATE
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APPLY NOW

RAISING THE BAR

I'd like to finish this presentation by sharing a couple examples of times that I have innovated and gone way beyond anything my employer expected from me.

CS 5310 NETWORKS & COMM [-M-W---] 17:00:00- 18:20:00 Dr. Wuxu Peng ALK 00102

CS 5334 ADV INTRNT INFO PR [-M-----] 18:30:00- 21:20:00 Dr. Wuxu Peng ALK 00102

CS 5394 ADV SOFTW ENG PRJ [--T-H--] 17:00:00- 18:20:00 Dr. Rodion Podorozhny ALK 00102

CS 4398 SOFTWARE ENGRNG PR [--T-H--] 17:00:00- 18:20:00 Dr. Rodion Podorozhny ALK 00102

CS 5329 ALG DESIGN ANALYSI [--T---] 18:30:00- 21:20:00 Dr. C. Jinshong Hwang ALK 00102

CS 5316 DATA MINING [---W---] 18:30:00- 21:20:00 Dr. Byron Gao ALK 00102

CS 4315 INTRO DATA MINING [----H--] 18:30:00- 21:20:00 Dr. Byron Gao ALK 00102

CS 5392 FORM METH SOFT ENG [-M-----] 18:30:00- 21:20:00 Dr. Guowei Yang ALK 00119

CS 4379A SOFTWARE TESTING [--T----] 18:30:00- 21:20:00 Dr. Guowei Yang ALK 00119

CS 5375 MULTIMEDIA COMPUTI [---W---] 18:30:00- 21:20:00 Dr. Dan Tamir ALK 00119

CS 4378P INTR DIGITAL MEDIA [---W---] 18:30:00- 21:20:00 Dr. Dan Tamir ALK 00119

AG 2390 COMP APP IN AGRI [----H--] 15:00:00- 16:50:00 Dr. Selin Guney ALK 00119

CS 5391 SUR SOFTWARE ENGN [----H--] 18:30:00- 21:20:00 Dr. Xiao

BEFORE

To the left is a screen capture of an online form where technicians would submit a report when a class had a technical issue.

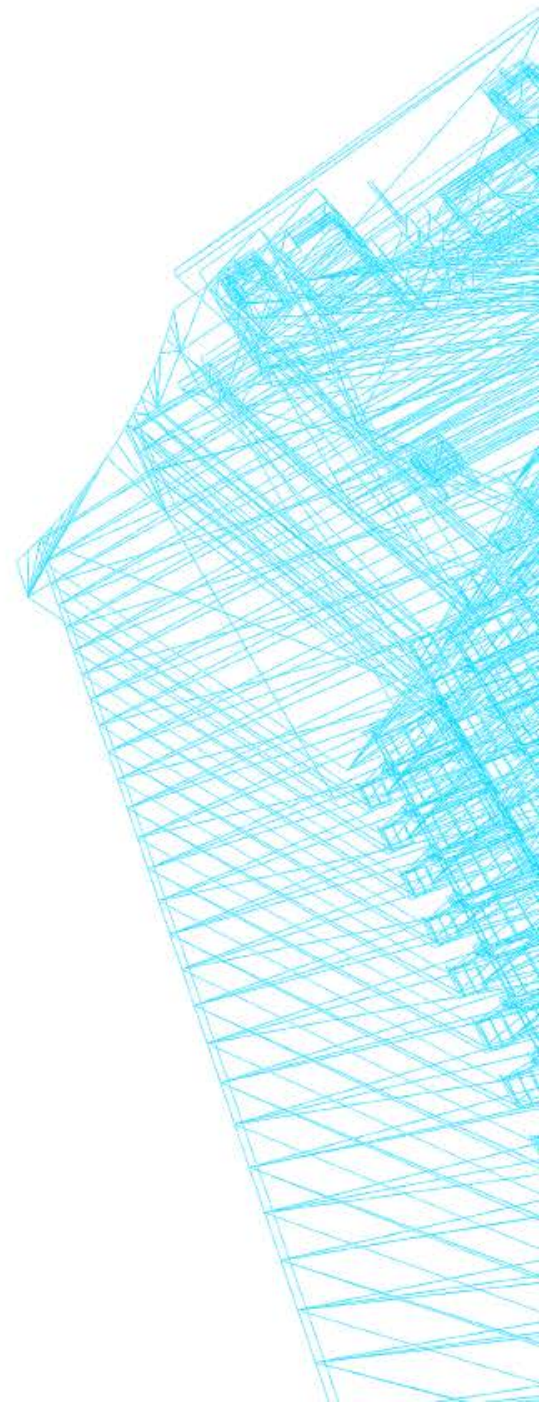Staff had mentioned how cumbersome it was to find the right class on this list.

AFTER

To the left is what that form looks like now.

I formatted the content into drop-down menus, organized by room number. I did this with HTML code in Gato.

A SHARED NOTEBOOK

Debbie, the office admin, would send an email to the department letting everyone know that she is getting ready to order office supplies, and asking everyone what they need.

Invariably, the day after the order was submitted people would start remembering what they need, and telling Debbie, when it was already too late…

The solution: to the right is a shared notebook that I created.

This shared document can be used directly from the desktop of any computer. Changes made by any person are immediately visible to everyone else.

I did this with OneNote and OneDrive for Business.

The_Office > Office Supplies

Current List

Friday, February 05, 2016   4:25 PM

This is the place to tell Debbie what you need.

Put a check in the box of any item you need. If you need something that is not on the list, please add it.

- [ ] Rags   PSD
- [ ] Cleaning Solution
- [ ] AAA Batteries
- [ ] AA Batteries
- [ ] Printer Labels
- [ ] Printer Paper
- [ ] Printer Ink
- [ ] Black Pens
- [x] Blue Pens   HJP
- [ ] Regular Sharpies
- [ ] Jumbo Sharpies
- [ ] Pencils
- [ ] Pencil Sharpeners
- [ ] Scotch Tape
- [ ] Double-Sided Tape
- [ ] Masking Tape
- [ ] Electrical Tape
- [ ] Packing Tape
- [ ] Compressed Air
- [ ] Sticky Notes
- [ ] Note Pads
- [ ] Staples   OM
- [x] New Stapler
- [x] Scissors

THE END

Thank you for viewing this presentation.